 <b>Independent Verification &amp; Validation Facility</b>	<b>Work Instruction for Supply, Support, and Material Management</b>	<b>IVV 02-1 Revision: Basic Effective Date: April 20, 2005</b>
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	Management System Representative	04/18/05

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Natalie Alvaro	04/20/05

REFERENCE DOCUMENTS	
Document Number	Document Title
NPD 4100.1	Supply Support and Material Management Policy (Revalidated 10/29/03)

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## **1.0 Purpose**

The purpose of this Work Instruction (WI) is to establish a consistent and documented method for the requisition and management of supplies for civil service employees at the NASA IV&V Facility.

## **2.0 Scope**

This WI applies to administrative requests, from civil service employees only, for the acquisition of office supplies and materials at the NASA IV&V Facility.

## **3.0 Definitions and Acronyms**

### **3.1 Non-Standard Supplies**

Non-Standard Supplies are those supply items not listed on the NASA IV&V Facility Standardized Index.

### **3.2 NASA IV&V Facility Administrative Office (Administrative Office)**


The Administrative Office comprises administrative personnel who direct a variety of support functions and services, provide administrative assistance to NASA IV&V Facility Management, and serve as technical experts in assigned programs.

### **3.3 Operations and Maintenance (O&M) Manager**

The O&M Manager is a NASA civil service employee assigned by NASA IV&V Facility Management to assist the Associate of Operations in managing the logistic operations of the NASA IV&V Facility.

### **3.4 Standardized Index Supplies**

The Standardized Index Supplies are those supply items included on the NASA IV&V Facility Standardized Index, and constitute supply items that are deemed necessary for the performance of administrative duties at the NASA IV&V Facility.

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### 3.5 Acronyms

NPD	NASA Policy Directive
NPR	NASA Procedural Requirement
O&M	Operations and Maintenance
WI	Work Instruction

### 4.0 Flow Chart

A flow chart is not applicable to this WI.

### 5.0 Responsibilities

Section 6.0, Procedure, of this WI defines responsibilities.

### 6.0 Procedure


The NASA IV&V Facility supply, support, and material management guidelines are structured in accordance with NPD 4100.1A, to be responsive to customer requirements at minimum cost and demand on the NASA logistics infrastructure. The NASA IV&V Facility shall acquire only materials necessary for the performance of NASA mission requirements or institutional operations.

#### 6.1 Standardized Index Supplies

The Administrative Office shall maintain an approved, standardized index of supply items located at S:\NASA Shared\NASA Admin - Simmons\Supply Requests. The standardized list comprises specific, cost-effective, “necessary for performance” stock items with respective descriptions, stock numbers, and associated costs. These items shall be stored in the front office supply cabinet for use by NASA IV&V Facility civil service employees.

If a particular item is not in stock, or the item is low in stock, NASA IV&V Facility civil service employees are to identify that item on the supply sheet posted inside the front office cabinet. The following constitutes a generalized list of “necessary for performance” items:

- Batteries
- Binders
- Binder Clips/Paper Clips

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- Binding Combs/Covers/Supplies
- Business Cards –Laser/Inkjet
- Calendars/Day Planners
- Correction Pens/fluid
- Dividers
- Envelopes
- File Jacket/Pocket/Folders
- Glue Stick
- Highlighters
- Labels
- Letter Opener
- Notebooks/Writing tablets/memo books
- Pen/Pen Refill
- Pencil – standard/mechanical-(refill/erasers)
- Post-It/post-it flags
- Pushpins
- Scissors
- Sheet Protectors
- Stapler - Full-Strip/Staple Extractor
- Staples
- Tape Dispenser/Tape/
- Wall Clips
- Whiteboard Markers/Eraser Kit

## 6.2 Non-Standard Supplies

NASA IV&V Facility civil service employees may request the acquisition of items not on the approved standardized list; or request approval to add items to this list using Form 1002 (located at S:\NASA Shared\NASA Admin - Simmons\Supply). These requests shall be submitted, with justification, via electronic mail to the Administrative Office. The Administrative Office shall obtain a determination of the request from the O&M Manager and will notify the requester of that determination. Upon approval of the request, the Administrative Office will process the requested acquisition.

## 7.0 Metrics

Metrics are not applicable to this WI.

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## 8.0 Records

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
Supply Request Form (Form 1002)	Administrative Office	NPR 1441.1	Shared Network Drive